

Questions and Answers

Consulting and Administrative Services 2010 CDBG Disaster Grant RFP

1. Damage Assessments: Will the State provide inspectors for damage assessments or is the vendor expected to select a vendor(s) to conduct damage assessments and include the cost in this bid?

A: The Tennessee Emergency Management Office completed some damage assessments immediately following the disaster. At this point, further damage assessments are not needed and should not be included in the cost of the bid.

2. Title Work: For homeowner programs, will the State contract separately with companies to perform title work or is the vendor expected to select a vendor(s) that will perform this work and include it in this bid?

A: Typically with Tennessee CDBG projects either the local administrator or the city or county attorney handles all title work. This practice will continue with the disaster grants.

3. Environmental Assessments: Will the State contract separately for this work or is the vendor expected to select a vendor(s) that will perform this work and include it in this bid?

A: The cost of environmental assessments should be included in the bid. The vendor will be expected to assist the subgrantees with this process as stated in the RFP.

4. What is the expected term of the contract?

A: ECD expects this contract to begin in October 2011 and to last approximately 2 years.

5. Will the work defined by this RFP to be performed in state owned facilities or will the work be done in the bidder's offices?

A: Work will be done in the bidder's offices.

6. For purposes of customer service, does the state plan to establish local service centers? Will these be manned by state personnel or by personnel to be provided by the bidder as part of this proposal?

A: The state does not plan to establish local service centers and the staffing of service centers does not need to be included in a bid.

7. Does the state have an existing call center, staffed by state employees, that will be used for this effort or are bidders expected to establish and staff a call center as part of their proposals?

A: Bidders are not expected to establish or staff a call center. ECD staff will be available for general questions from the public or subgrantees.

8. Will ECD or other state agencies be providing staff to work on these programs or will they be there just for oversight purposes?

A: ECD staff will provide some support for these programs as the staff already has relationships with many of the potential subgrantees, but the vast majority of the administration of the projects will be completed by the administrator selected through the RFP process.

9. In the grant budget template, there are separate columns for “Grant Contract” and “Grantee Participation”. We assume “Grant Contract” is the amount we will bid for that particular line item. “Grantee Participation” does not seem to apply for purposes of our proposal. Can you please clarify?

A: Bidders should only complete the "Grant Contract" column.

10. What are the expected number of applicants under each program (housing, economic development and public infrastructure)?

A: The number of applicants in each program is uncertain at this time.